| Policy # 2-202   Program Advisory Committees | |
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| Classification:  Section 2 – Academic Affairs | |
| Approved by:  Board of Governors | Date Approved:  May 1, 2013 (BoG May 1, 2013 #2) |
| Replaces:  # 2-202 (BoG June 1, 2005 #5; BoG April 1992 #6) | |
| Next Policy Review:  2018 | Responsibility:  Vice-President Academic |

**Policy Statement**

This policy ensures that Fleming College has an active system of Program Advisory Committees.

**Purpose**

This policy is guided by the Ontario Colleges of Applied Arts and Technology Act, 2002 (0.Reg. 34/03).  This Act and subsequent Regulation and Binding Policy Directives provide direction for Ontario colleges with regard to quality assurance. The Ministry of Training, Colleges and Universities (MTCU) Minister's Binding Policy Directive – Framework for Programs of Instruction was developed with the following principle:

> *A college is best positioned to determine the programs of instruction it should offer based on its own strategic direction and the needs of the community.  A college is also best positioned to ensure the ongoing relevance and quality of its programs of instruction.*

> *The board of governors is to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the college is established and is made up of a cross-section of persons external to the college who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program.  The board of governors is to establish in by-law the structure, terms of reference, and procedures for program advisory committees.*

In accordance with the MTCU Directive, the Board of Governors of Sir Sandford Fleming College (the Board) has directed through By-law that there be an Advisory Committee for each program or cluster of programs.  Program Advisory Committees report to the Board of Governors through its Academic and Student Affairs Committee.

**Scope**

It is the responsibility of the Vice-President Academic to ensure the processes are properly enforced and to monitor adherence to the policy.

**Definitions**

**PAC:**  Program Advisory Committee

**General Principles**

1. A college's decision making processes can be made more effective by enabling external stakeholders, students, and college staff to provide advice on matters relating to the development, establishment, delivery and review of its programs of instruction.

2. The College will develop procedures for their operation with consideration for: role; membership, term of appointment; meeting procedures/frequency and authority.

**Operating Procedure**

All procedures, roles and responsibilities are outlined in detail in the document entitled: "*Program Advisory Committee Operating Guidelines/Procedures*".

1.  Invitations to join an Advisory Committee are extended by the Dean/Campus Principal on behalf of the President and Board of Governors.

2.  Program Advisory Committees should have representation from:
    *   Major employer groups; Government agencies and appropriate regulatory bodies or sectoral councils.
    *   School Board Representative(s)
    *   Students
    *   Graduates
    *   Other program areas (i.e. General Arts & Sciences)
    *   Career & Employment Resources

3.  A list of upcoming meetings is provided to the Board of Governors.  Board members are encouraged to attend an Advisory Committee meeting as an opportunity to gain further insight into college programs.

4.  A report, generated by the Vice-President Academic, shall be provided to the Board on an annual basis.

5.  Periodic assessment of the effectiveness of the advisory committee system to occur every two to three years.

**Related Documents**
• Minister's Binding Policy Directive, *Framework for Programs of Instruction*
• By-law 1-102, s39, *Advisory Committees – Programs*
• *Program Advisory Committee Orientation Booklet*
• *Program Advisory Committee Operating Guidelines/Procedures*

**Appendices**
Not applicable.

**Monitoring of Operating Procedure**
Next Review:  *2016*
Responsibility of:  *Vice-President Academic*

Procedure Review Summary:

| Section and Month date, year | Person/Department/Committee |
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| Section and Month date, year | Person/Department/Committee |